

## Adding A Report Preparer

*If you are an OSHPD ALIRTS Account Administrator and want to add a report preparer, follow the steps below.*

1. Login to your ALIRTS account and click the **“Administration Home”** button on the homepage.

The screenshot displays the ALIRTS (Automated Licensing Information and Report Tracking System) homepage. At the top, there is a banner with the text "Welcome to California" and a collage of California landmarks. Below the banner, the page is divided into a left sidebar and a main content area. The sidebar contains a list of links: "Alirts Home", "Login", "Logout", "Advanced Search", "Check Browser", "Utilization Home (Submit/View Report)", "LFIS Home", and "Administration Home". The "Administration Home" link is highlighted with a red rectangular box. The main content area features a blue header with "ALIRTS Home" and "Welcome to ALIRTS". Below this, it states: "The Automated Licensing Information and Report Tracking System (ALIRTS) contains license and utilization data information of healthcare facilities in California." To the right of this text is a search bar with a "Search" button and radio buttons for "My CA" and "ALIRTS". Below the search bar is an "OSHPD" logo. A blue banner across the main content area reads "ALIRTS Announcement February 17, 2016". Below this banner, several red text announcements are displayed: "The ALIRTS technical issues have been resolved.", "Due to the system issues, the due date for the hospitals, long-term care facilities, primary care and specialty clinics reports are pushed back and are due on Friday, February 19, 2016.", "Home health agency/ hospice reports are still due March 15, 2016.", and "We apologize for the inconvenience."

California Home

Welcome to California

You are logged in as:  
**johnsmith106**

ALIRTS Links  
ALIRTS Help

Alirts Home  
Login  
Logout  
Advanced Search  
Check Browser  
Utilization Home  
(Submit/View Report)  
LFIS Home  
**Administration Home**

**ALIRTS Home**

**Welcome to ALIRTS**  
The Automated Licensing Information and Report Tracking System (ALIRTS) contains license and utilization data information of healthcare facilities in California.

Search  
My CA ALIRTS

OSHPD

**ALIRTS Announcement February 17, 2016**

**The ALIRTS technical issues have been resolved.**

**Due to the system issues, the due date for the hospitals, long-term care facilities, primary care and specialty clinics reports are pushed back and are due on Friday, February 19, 2016.**

**Home health agency/ hospice reports are still due March 15, 2016.**

**We apologize for the inconvenience.**

2. Then click the “User Search/Edit” button

California Home

Welcome to *California*

You are logged in as: **johnsmith106**

**ALIRTS Links**

**ALIRTS Help**

**Alirts Home**

**LFIS Home**

**Utilization Home**  
(Submit/View Report)

**Advanced Search**

**Administration Home**

**Login**

**Logout**

**User Search/Edit**

**Change Password**

**ALIRTS Administration Home**

Search

My CA ALIRTS

Welcome to the ALIRTS Administration home page. In this part of the ALIRTS system, you can perform administrative tasks such as:

- 1) **Change** (your own) **Password** and
- 2) Locate other ALIRTS users within your facility through the **User Search/Edit** function [for OAAAs and approved ALIRTS users only].

To access these functions, locate and select the link on the left navigation bar. For technical assistance on using ALIRTS, contact the **ALIRTS support line at (916) 326-3854**.

*alirts*

3. Now click the “Add User” button under the table with your User Account information

California Home

Welcome to *California*

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**ALIRTS Links**

**ALIRTS Help**

**Login**

**Utilization Home**  
(Submit/View Report)

**Administration Home**

**ALIRTS User Search**

Search

My CA ALIRTS

Name	Email	Login Id	Status	Group	Facility
John Smith	john.smith@kaiser.com	johnsmith106	Active	OAAA	106340913 KAISER FOUNDATION HOSPITAL - SACRAMENTO

1

**Add User** **Close**

4. Fill in the information for the report preparer, check the box under **“Assigned”** next to the facility this person will be completing the report for, then click the **“Save”** button at the bottom.

California Home

Welcome to *California*

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[ALIRTS Links](#)

[ALIRTS Help](#)

Login

[Utilization Home](#)  
(Submit/View Report)


[Administration Home](#)

[Advanced Search](#)

[LFIS Home](#)

[Airts Home](#)

[Logout](#)



### ALIRTS User Edit

First Name  M.I.  Last Name

Title

Email

Phone  Fax

Address

City  State  Zip

Login Id

Password  Confirm

Group  Active ☒

OSHPD Id	Facility	Assigned
106340913	KAISER FOUNDATION HOSPITAL - SACRAMENTO	<input checked="" type="checkbox"/>
106342344	KAISER FOUNDATION HOSPITAL - SOUTH SACRAMENTO	<input type="checkbox"/>



5. After you click the “Close” button, you should see an updated list of the users/facilities that are attached to the administrator’s account.

California Home

Welcome to *California*

You are logged in as: **johnsmith106**

ALIRTS Links

ALIRTS Help

Login

Utilization Home  
(Submit/View Report)

Administration Home

Advanced Search

LFIS Home

Alirts Home

Logout

ALIRTS User Search

Search

My CA ALIRTS

Name	Email	Login Id	Status	Group	Facility
John Smith	john.smith@hospital.com	johnsmith106	Active	OAAA	106340913 KAISER FOUNDATION HOSPITAL - SACRAMENTO
John Smith	john.smith@hospital.com	johnsmith106	Active	OAAA	106342344 KAISER FOUNDATION HOSPITAL - SOUTH SACRAMENTO
Jack Rose	jack.rose@hospital.com	jackrose106	Active	Report Preparer	106340913 KAISER FOUNDATION HOSPITAL - SACRAMENTO

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Add User Close

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**\*When the new report preparer logs in for the first time, they will have to create a new password for their account.\* Passwords must have between 8 and 20 characters, contain at least one letter (A-Z or a-z), contain as least one number or special character (0-9, symbols, punctuation characters), and must be different from the User Login Id.**